

HARYANA STATE BOARD OF TECHNICAL EDUCATION
BAYS NO 7-12 SECTOR-4, PANCHKULA

CONSTITUTION OF THE BOARD

The Haryana state Board of Technical Education (HSBTE) was constituted under Chapter 3 of the Act of the legislation of the State of Haryana which received the ascent of the Governor of the Haryana on 18-04-2008 and the Act came into force after the same was notified on 6th May, 2008 by the State Government in to Haryana Govt. Gazette '(Extra Ordinary). (1) Before this the HSBTE was functioning with the executive orders as a part of the Directorate of Technical Education without having any, legal force. The Constitution of Board, its powers and functions are envisaged in the Chapter 3 of the Act. The act is annexed as Annexure-'A'.

The Haryana state Board of Technical Education shall function under the, Chairmanship of FCTE. The Secretary is appointed by the Government as the Chief Executive of the Board. The Secretary is assisted by the Additional Secretary to be appointed by the Government by converting one post of Additional Director. Additional Secretary is assisted by, COE, CAF, Jt Secretary, 7 Deputy Secretaries, 15 Assistant Secretaries, Law Officer, Sr. Accounts Officer, Accounts Officer, Research & Statistical Officer, Hardware' Engineer and Programmer etc. The organizational chart of HSBTE is annexed as Annexure 'B'.

Governing Council: Governing Council is the Apex Body to monitor the matters pertaining to Board. It is headed by the FCTE, and comprises 15 others members i.e. nominee of Finance, Industries, IT and Vice Chancellors and other HODs of Various departments.

Board: The Board established under section 6 shall be a body corporate having perpetual succession and a common seal and shall have the powers to contract, acquire, hold and dispose of property, both movable and immovable, and to do all things necessary for the purpose of this Act and may sue and be sued, by its corporate name. The FCTE is the Chairman of Board having 13 members i.e. DTE and other HOD of various Departments, Secretary is the Member Secretary of the Board.

The Following committees have been established:-

- a) Finance Committee headed by the FCTE and the Hon'ble Chairman, HSBTE with DTE as Vice-Chairman, Secretary as Member and

Additional Secretary as Member Secretary. All Financial matters are envisaged in the committee.

- b) Affiliation Committee headed by the DTE as Chairman with Secretary as Vice-Chairman & Additional Secretary as Member Secretary, for the Affiliation of Various Polytechnics.
- c) Examination Committee headed by the DTE as Chairman with Secretary as Vice-Chairman & Additional Secretary as Member Secretary, for all matters pertaining to examination and evaluations.
- d) Academic Committee is headed by the DTE as Chairman with Secretary as Vice-Chairman & Additional Secretary as Member Secretary, for all matters pertaining to academic, evaluation, and study schemes.
- e) Junior Finance Committee is headed by the DTE as Chairman & Joint Secretary as Member Secretary. All Financial matters are envisaged in the committee.

The Constitutions of Committees are annexed as Annexure': "C"

Budget: The annual budget of the Board is about Rs. 5.72 Crores, for the financial year 2008-2009. The main sources of receipt are from permission-cum-admission from i.e. examination fee @ Rs 200 per student per semester and affiliation fee from the Private (148 number) Polytechnic @ Rs. 50,000/- processing fee per Polytechnic & Rs. 30,000/- per Course. The major expenses are occurred on TA/ DA, Remuneration to staff put on Examination/Flying duty/Table Marking Center, and setting of papers, printing of papers and secrecy materials and evaluation of papers; besides declaration of result and issuing diploma and DMCs, salary of the staff of the Board and Rent of the building etc. The Budget estimate is annexed as Annexure 'D'.

During the current financial year 2009-2010,(upto 31st of October-2009) Receipts to the tune of Rs. 812.00 lacs has been realized against the anticipated receipt of Rs. 900.00 lacs and expenditure of Rs. 231.36 lacs has been incurred on the various components for the smooth functioning of activities of the board.

Major achievements:

1. The innovative continuous evaluation schemes have been implemented for first and Second Semester w.e.f. session 2008-09
2. 244 Identities have been merged in the new corresponding identities out of 1000 identities.
3. The curriculum being revised for all semesters in phases.
4. Cluster based approach for study scheme adopted.

5. Table Marking Centers established for effective evaluation and timely declaration of result. To maintain transparency in evaluation, the issuance of Photocopy of evaluated answer sheet started.
6. Job Melas are organized with association of large numbers of industries.
7. Staff Development Program for training and retraining of teachers.
8. Third party rating of institutions.
9. Concept of Nodel/Networking Institutions started with a view of sharing of resources and excellence.
10. Heading towards paperless communication with the institutions.
11. 148 Polytechnics are offering 53 Diplomas in core –engineering trades, management and other emerging fields.
12. About 1, 25,000 students are on the roll.
13. 8 lacs answer sheets are being evaluated in every semester.
14. 15 Table marking centers by engaging 25 teachers at each TMC.
15. HSBTE totally functional through committees.
16. Self sustaining through its own sources.

- Issues:
- (i) Posting of Own/dedicated staff to HSBTE
 - (ii) Establishment of HSBTE in its own building.

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Governing Council:

Governing Council is the Apex Body to monitor the matters pertaining to Board. It is headed by the FCTE, and comprises 15 others members i.e. nominee of Finance, Industries, IT and Vice Chancellors and other HODs of Various departments.

Board:

The Board established under section 6 shall be a body corporate having perpetual succession and a common seal and shall have the powers to contract, acquire, hold and dispose of property, both movable and immovable, and to do all things necessary for the purpose of this Act and may sue and be sued, by its corporate name. The FCTE is the Chairman of Board having 13 members i.e. DTE and other HOD of various Departments. Secretary is the Member Secretary of the Board.

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During the current financial year 2009-2010,(upto 31st of December-2009) Receipts to the tune of Rs. 904.16 lacs (tentatively) has been realized against the anticipated receipt of Rs. 900.00 lacs and expenditure of Rs. 293.77 lacs has been incurred on the various components for the smooth functioning of activities of the board.

Major achievements:

- 17. The innovative continuous evaluation schemes have been implemented for first and Second Semester w.e.f. session 2008-09
- 18. 244 Identities have been merged in the new corresponding identities out of 1000 identities.
- 19. The curriculum being revised for all semesters in phases.
- 20. Cluster based approach for study scheme adopted.
- 21. Table Marking Centers established for effective evaluation and timely declaration of result. To maintain transparency in evaluation, the issuance of Photocopy of evaluated answer sheet started.

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Subject : Delegation of Financial Powers to the Junior Finance Committee- Implementation thereof.

During Review Meeting of the HSBTE Panchkula held under the Chairmanship of Worthy DTE cum Secretary/HSBTE Panchkula on 7.1.2010, it has been observed that due follow up action in some of the decision(s) taken/being taken by the Junior Finance Committee are not being implemented due to one reasons or the other, which is not desirer able. In case, any advice/clarity is needed, that could have been obtained timely from the appropriate authority rather to delay the cases for any undue reasons. The Chairman expressed his concerned over such tendency and desired to put up a note for its clarification. The provision of delegation of financial powers to the Junior Finance Committee are re-produced as under :-

The Board in its meeting held on 23.7.2009, while discussing the agenda item no 3.07 (xi) “ Delegation of Financial Powers to the Officer of HSBTE Panchkula” also decided to constitute a Junior Finance Committee under clause 21 (2) of Chapter III of the Act, under the Chairmanship of Secretary with the following financial powers & Members, as under :-

Junior Finance Committee:

| | | |
|---|---|------------------|
| 1 | Secretary, HSBTE | Chairman |
| 2 | Additional Secretary, HSBTE | Member |
| 3 | Senior Accounts officer, HSBTE | Member |
| 4 | Principal, Govt. Polytechnic, Ambala City | Member |
| 5 | Controller of Administration and Finance | Member Secretary |

The powers and functions of the Junior Finance Committee shall be as follows :

(a)

| Power to sanction expenditure for effecting purchase from open market per contract in a semester | Power to sanction expenditure for effecting purchase from approved source per contract in a semester | Power to sanction expenditure relating to service including hospitality per contract in a semester | Power to sanction expenditure relating to secrecy work per contract in a semester |
|--|--|--|---|
| Rs.10.00 lacs | Rs.25.00 lacs | Rs.1.00 lac | Rs.25.00 lacs |

- (b) to exercise such financial and other powers as delegated by the Finance Committee, Board or by the Governing Council.
- (c) to recommend creation/abolition of the posts to the Finance Committee, Board & Governing Council, if needed.
- (d) to sanction/approve the receipts/expenditure and purchase proposals for various activities/requirements of the HSBTE including for secrecy work.
- (e) to make recommendations in all financial matters to the Finance Committee, Board, Governing Council, if needed.
- (f) to implement the various decisions taken by the Finance Committee, Board & Governing Council in all financial matters including for secrecy work.
- (g) to approve payment of jobs/works approved by the Finance Committee/Board. The committee shall work till further decision of the Board.

i) From the (b & d) above, it is clear, that committee would be fully empowered to exercise such financial and other powers, which +have been delegated by the Finance Committee/Board or by the Governing Council. This means, that once the junior finance committee has decided and approved any item relating to purchase proposal(s) which is within the said limit (s), that has to be implemented within the time frame as discussed and desired in the meeting.

During course of meeting of the Junior Finance Committee held 25.1.2010, it has been observed, that some doubts are there, which needs to be clarified immediately. For Example, in some cases, decision(s) of the junior finance committee have not been implemented due to the reasons that the final approval of the next committee (Finance Committee/Board) is still awaited. This concept is totally un-acceptable and needs to be discouraged. Once the decision has been taken by the committee, which is within its own financial preview that has to be implemented within time schedule without any excuse. However, such cases are to be placed before the next higher committee's for its information only.

ii) Similarly, (c) needs no clarification, as it is self explanatory.

iii) In case of (e) above, The Junior Finance Committee will also make its recommendation(s) if needed, to the Finance

Committee/Board/Governing Council in such financial matters, which are over and above the said financial limits with a view to seek necessary approval from the appropriate committee.

iv) With regard to (f and g) above, the Finance Committee would ensure, the implementation of various decision(s) already taken by the Finance Committee/Board/Governing Council in case of financial matters including secrecy work. This means, that once the rates/agencies/quantity etc have been approved by the higher authority/Committee, the further appropriate action with regard to release the payments should be taken after proper scrutiny of such claims by the concerned dealing officer in accordance with rules and regulations, and terms & conditions of the order, if any, irrespective of the total payment involved in such cases. Such cases need not to be taken before the Junior Finance Committee/Finance Committee/Board/Governing Council for its approval time and again. However, the Junior Finance Committee in its subsequent meeting(s) shall review and approve such payments in respect of job(s)/work(s) which have already been approved by the higher authorities/committee's.

In view of above, the detailed note is put up for the kind perusal of worthy DTE cum Secretary/HSBTE Panchkula and further necessary order on this account for being circulated to the concerned officer of HSBTE Panchkula.

Sr.Accounts Officer

Sr.A.O./HSBTE

DTE cum Secretary/HSBTE